

# **Schedule 112**

## **STATE ELECTRICAL DIVISION**

Nebraska Records Management Division  
440 South 8<sup>th</sup> Street, Suite 210  
Lincoln, NE 68508  
(402) 471-2559

**REQUEST FOR APPROVAL  
OF RECORDS RETENTION  
AND DISPOSITION SCHEDULE**

**TO: STATE RECORDS ADMINISTRATOR  
STATE OF NEBRASKA**

SCHEDULE

**112**

AGENCY, BOARD OR COMMISSION

**STATE ELECTRICAL DIVISION**

DIVISION, BUREAU OR OTHER UNIT

**Supersedes edition of June 10, 1998**

**PART I -- AGENCY STATEMENT**

In accordance with Section 84-1212.01, R.R.S. 1943, approval of the attached records retention and disposition schedule by the State Records Administrator is hereby requested. Retention periods and dispositions have been recommended by this agency after a careful evaluation of all factors listed in Section 84-1212.01, R.R.S. 1943.

SIGNATURE

TITLE

*EX. DIR.*

DATE

*3-10-05*

**PART II - ARCHIVAL APPROVAL**

The attached schedule has been analyzed, all archival and historical material has been properly identified, no disposition except by transfer to the State Archives has been recommended for such material, and this schedule is approved as submitted.

SIGNATURE

*Andrea E. Faling*

STATE ARCHIVIST

DATE

*March 15, 2005*

**PART III -- APPROVAL BY STATE RECORDS ADMINISTRATOR**

The attached schedule has been reviewed in accordance with Section 84-1212.01, R.R.S. 1943, and is approved as submitted.

SIGNATURE

STATE RECORDS ADMINISTRATOR

DATE

*3/18/05*

## **INSTRUCTIONS FOR USING THIS SCHEDULE**

Records retention and disposition schedules are designed to serve as your records management guidelines for storing and disposing of agency records, ***regardless of the media on which they reside***, including paper, microfilm, diskettes, optical disks, CDs, DVDs, servers, computer hard drives, etc. This schedule was written specifically for records unique to your office and the State Agencies General Records Schedule #124 contains those records common to most state government agencies. These retention schedules, which are approved by the State Records Administrator, provide your only ongoing authority to dispose of records. Listed below are some basic procedures to follow when applying your schedule.

### **DISPOSING OF RECORDS**

1. Check your schedules to see what the retention period is. Note: Your agency's unique schedule will take precedence over State Agencies General Records Schedule #124 for any items which have differences in retention requirements.
2. Dispose of records that have met their retention periods.
3. Complete a Records Disposition Report for the records you dispose. The Records Disposition Report form is the last page of this schedule. Remove the form, photocopy it, complete the form, make a photocopy for your records, and send the completed form to the Records Management Division at the address below. If you wish, you may receive this form electronically by contacting the Records Management Division. This report establishes that the destruction was performed in your normal course of business.

**Please remember to retain the blank form for future use.**

### **NON-SCHEDULED RECORDS**

Contact a Records Management Consultant in Records Management to see whether the records will fit under an item already on the schedule. If they do not, they must be retained until they are added to the next revision of your schedule.

### **SCHEDULE UPDATE**

It is the responsibility of each agency to periodically update their schedule. A Records Management Consultant in Records Management can assist you with the schedule update, which involves adding new records and making revisions to existing items. Keeping your schedule current will ensure that you have the ongoing authority to discard records when their useful life has ended.

### **QUESTIONS**

If you have any questions about these procedures, please contact your agency Records Officer or your Records Management Consultant in Records Management. We will help you with any questions the schedule may present, including: transferring records to the State Records Center or State Archives, microfilming records, scanning records, etc.

**Records Management Division  
440 South 8th Street, Suite 210  
Lincoln, NE 68508-2294  
402-471-2559**

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## **SCHEDULE 112 – STATE ELECTRICAL DIVISION**

### **112-1 ELECTRICIAN LICENSE FILES**

Files include applications (SED-2-L), annual license renewal forms, reciprocity verification (SED-1-E or SED-3-E) violation warnings (SED-16-I) and correspondence. Files become inactive when the license lapses or the electrician dies. Electronic data is stored on the agency server for historical reference and backed up on data tapes.

**ORIGINAL RECORD: Dispose of 5 years after the file becomes inactive.**

**ELECTRONIC DATA: Dispose of 5 years after the file becomes inactive.**

**BACKUP TAPES: Backup weekly, dispose of after 1 month.**

### **112-2 UNLICENSED ELECTRICIAN FILES**

Files are maintained on people who fail to renew. Includes a Violation Warning Form (SED16-1), Inspection Application (SED1-I), notes regarding failure of examination and correspondence.

**Dispose of 5 years after last activity in the file.**

### **112-3 INSPECTION FILES, ELECTRICAL DIVISION**

Inspections are made for new commercial construction, industrial and public use buildings, single family dwellings that have a new electrical service installed, schools and state owned buildings, and others on request. Includes Application for State Electrical Inspection (SED1-I), Inspection Reports (SED 3-I, Reinspection Reports (SED 6-I), Time Extension (SED-INS-3), Inspector's Notice (SED-INS-4), Failure to Notify (SED-INS-5) and correspondence. Electronic data is stored on the agency server for historical reference, and archived on data tapes.

**ORIGINAL RECORDS: Dispose of after 6 years, provided audit has been completed.<sup>1</sup>**

**ELECTRONIC DATA: Dispose of after 6 years.**

**BACKUP TAPES: Backup weekly, dispose of after 1 month.**

### **112-4 MUNICIPAL INSPECTION PROGRAM FILES**

Municipalities may conduct their own electrical inspection programs. Forms within their file may include Approval Request (SEB M-1), Certification of Municipal Electrical Inspector, correspondence and ordinance changes. File may become inactive if the municipality chooses to voluntarily withdraw from the program or the State Electrical Board revokes their right to administer their own inspection program.

**ACTIVE FILE: Dispose of after file becomes inactive.**

**NOTICE OF ELECTRICAL INSPECTOR CHANGES: Dispose of after superseded.**

**CORRESPONDENCE: Dispose of after 2 years.**

**INACTIVE FILE: Dispose of after 2 years.**

### **112-5 ELECTRICIAN EXAMINATIONS**

Files may include passed and/or failed electrical examinations. Electronic data is stored on the agency server for historical reference and is archived on data tapes.

**ORIGINAL RECORD: Dispose of after 6 years, provided audit has been completed.<sup>1</sup>**

**ELECTRONIC DATA: Dispose of after 6 years.**

**BACKUP TAPES: Backup weekly, dispose of after 1 month.**

### **112-6 INVESTIGATION FILES**

Detailed files include electrical fatality and fire investigation reports. Files may include fatality investigation report (SED 1-INV) and photographs.

**Dispose of after 10 years, provided audit has been completed.<sup>1</sup>**

### **112-7 RECIPROCAL AGREEMENT FILES**

A reciprocal agreement is maintained with other states allowing people licensed with that state to also be licensed in Nebraska.

**AGREEMENT: Dispose of 2 years after superseded or voided.**

**AGREEMENT CHANGES: Dispose of after superseded.**

### **112-8 ELECTRICAL LICENSE (OBSOLETE 2005)**

Serialized small size sheets serves as an annual license and receipt.

**Dispose of after 5 years, provided audit has been completed.<sup>1</sup>**

### **112-9 EXAMINATION LOG**

May include a listing of all persons who took the electrical examination and their scores as well as whether they have passed or failed. Electronic data is stored on the agency server for historical reference and backed up on data tapes.

**LISTING: Dispose of after 10 years.**

**ELECTRONIC DATA: Dispose of after 10 years.**

**BACKUP TAPES: Backup weekly, dispose of after 1 month.**

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### **NOTE**

*1. These records may be disposed of after the required retention period provided the audit of the Comprehensive Annual Financial Report (CAFR) is complete and any required federal audit is complete, and all related audit comments have been resolved. Check with the organization that performed the audit, either the Auditor of Public Accounts or the federal cognizant agency, if there is a question whether resolution is complete.*

## RECORDS DISPOSITION REPORT

<b>TO: SECRETARY OF STATE</b> <b>RECORDS MANAGEMENT DIVISION</b> <b>440 S. 8<sup>TH</sup> STREET SUITE 210</b> <b>LINCOLN, NE 68508-2294</b>	AGENCY
	DIVISION
	SUB-DIVISION

### REQUIRED INFORMATION:

In accordance with the Records Management Act, records of this agency have been disposed of under the authorization granted by the following schedule(s):

SCHEDULE NUMBER(S) ONLY (DO NOT INCLUDE SECTION AND ITEM NUMBERS)	TOTAL VOLUME DISPOSED (SEE REVERSE)

### OPTIONAL INFORMATION (FOR YOUR USE ONLY):

You may include detailed information which will be useful to you in recording exactly what records were disposed of and under what authority. This might include such things as schedule section and item numbers, title of records, inclusive dates of records, etc. This information is not required to be filed with Records Management.

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DATE	SIGNATURE
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**SEND ORIGINAL TO RECORDS MANAGEMENT. MAKE A PHOTOCOPY FOR YOUR RECORDS.**

RMA 03006D

## **VOLUME ESTIMATING GUIDE**

**(PLEASE NOTE THAT FOR REPORTING PURPOSES, A BALLPARK  
ESTIMATE OF THE TOTAL VOLUME OF MATERIAL DISPOSED IS  
ADEQUATE.)**

Vertical File Cabinet, 4 drawer letter-size .....	6 cubic feet
Vertical File Cabinet, 4 drawer legal-size.....	8 cubic feet
Lateral File, 4 drawer/shelf letter-size .....	9 cubic feet
Lateral File, 4 drawer/shelf legal-size.....	12 cubic feet
Records center carton.....	1 cubic foot
About a pickup load.....	50 cubic feet